

This job aid provides information for agency facility staff who will use FPMT to add condition matrix data for owned and leased facilities.

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## Overview

Step	Action	Additional Information
1	Search for owned or leased facility	Use the search option to find the owned facility or leased facility so that you can add condition matrix information.
2	Add condition matrix	Use the owned facility menu or leased facility menu to add condition matrix information.

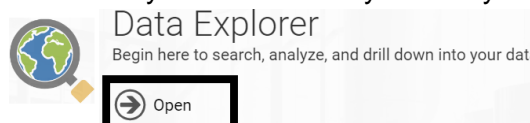
As facilities age, they increasingly require more attention to maintain. Condition assessments provide important information to help prioritize resource allocation.

- ✓ Agencies are required to report condition data for all owned and leased facilities as part of the [facilities inventory](#) process.
- ✓ Facility users can also add a condition matrix, or a condition assessment score, when using the business process wizards to create an owned or leased facility. If you add a score and then add a condition matrix, the matrix value will overwrite the original condition assessment score.
- ✓ Facility users cannot manually add or edit a condition assessment score in the owned or leased facility table for existing records. Users must add or edit a condition matrix instead.

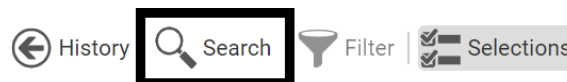
## Search Owned Facility/Leased Facility

Use the search options to find the owned facility or leased facility so that you can add the condition matrix.

**1. Select:** Open.



**2. Select:** Search.



**3. Select:** Filter by.

**4. Select:** Owned Facilities.

-- or --

**Select:** Leased Facilities.

**5. Select:** Refine by.

→ A quick way to search for a facility is to refine by unique facility identifier (UFI) or use lease number for leased facility.

**6. Select:** Criteria for your search.

**7. Select:** Search.

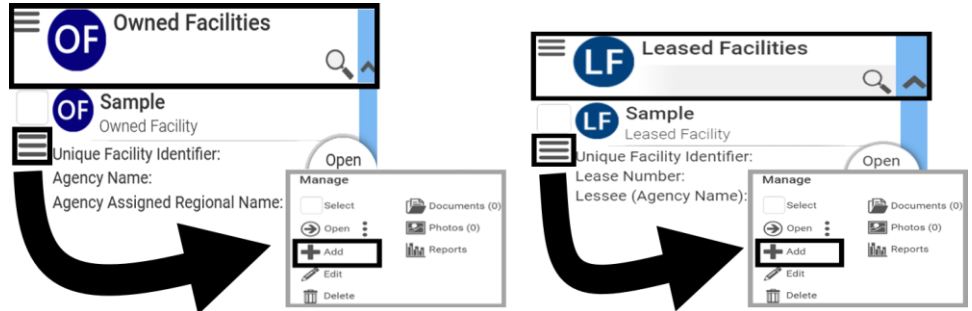
In this example, we use search tools to filter by owned facility and refine by unique facility identifier (UFI).



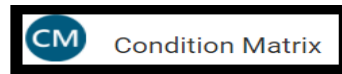
## Create New Condition Matrix

Use the owned facility menu or leased facility menu to create a new condition matrix. Refer to the [scoring matrix](#) below for each field.

1. **Select:** Owned facility.  
-- or --  
**Select:** Leased facility.
2. **Select:** Menu.
3. **Select:** Add.



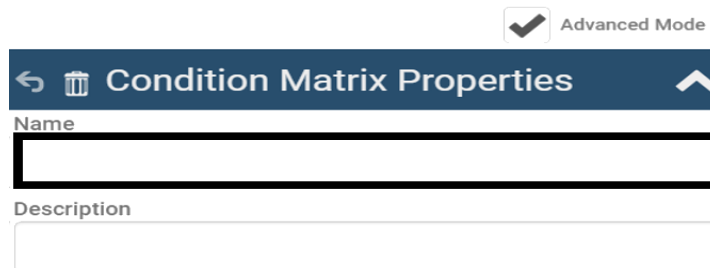
4. **Select:** Condition matrix.



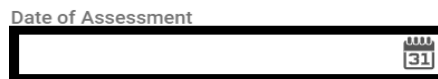
5. **Select:** Create a new condition matrix.



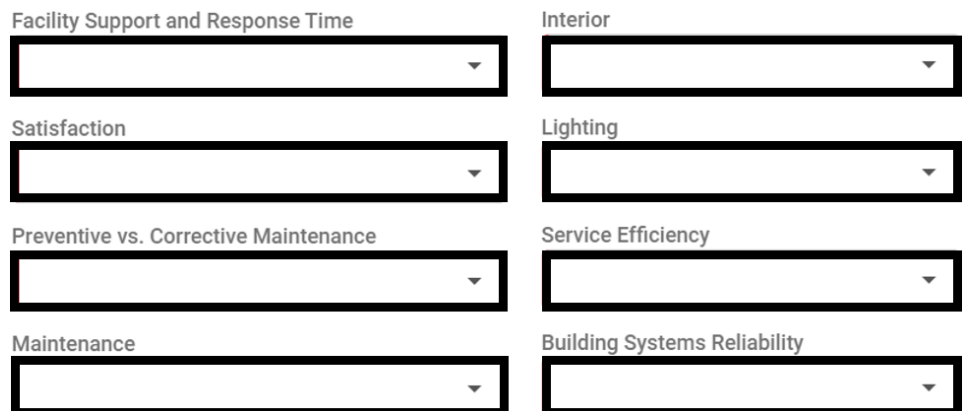
6. **Input:** Name.  
→ Use unique facility identifier (UFI) - fiscal year reported for the name (UFI dash fiscal year).  
→ Description is optional.



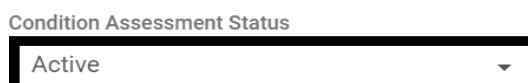
7. **Select:** Date of assessment.



8. **Select:** Facility support and response time.
9. **Select:** Satisfaction.
10. **Select:** Preventive versus corrective maintenance.
11. **Select:** Maintenance.
12. **Select:** Interior.
13. **Select:** Lighting.
14. **Select:** Service efficiency.
15. **Select:** Building systems reliability.



16. **Select:** Condition assessment status.



17. **Select:** Save and close.



→ In this example, a condition matrix has been created for the owned facility and leased facility.

**OF Sample**  
Owned Facility

**CM Condition Matrices**

**CM Sample**  
Condition Matrix

Unique Facility ID:  
Lease Number:  
Date of Assessment:

Open

**LF Sample**  
Leased Facility

**CM Condition Matrices**

**CM Sample**  
Condition Matrix

Unique Facility ID:  
Lease Number:  
Date of Assessment:

Open

### Additional Information - Condition Assessment Score

When you [create a condition matrix](#), FPMT will automatically update the condition assessment score for the owned facility or leased facility using an average based on the data you provided in the condition matrix.

Score → Description ↓	1 Superior	2 Adequate	3 Fair	4 Limited	5 Emergent Services Only
Facility Support and Response Time	Able to respond to virtually any type of service; immediate response.	Response to most service needs, including limited non-maintenance activities, is typically in a week or less.	Services available only by reducing maintenance, with response times of one month or less.	Services available only by reducing maintenance, with response times of one year or less.	Services not available unless directed from top administration; none provided except in emergencies.
Satisfaction	Proud of facilities; have a high level of trust for the facilities organization.	Satisfied with facilities-related services, usually complimentary of facilities staff.	Accustomed to basic level of facilities care. Generally able to perform mission duties. Lack of pride in physical environment.	Generally critical of cost, responsiveness and quality of facilities services.	Consistent customer ridicule, mistrust of facilities services.
Preventive vs Corrective Maintenance	100%	75–99%	50–74%	25–49%	<25%
Maintenance	All recommended preventive maintenance (PMs) are scheduled and performed on time. Reactive maintenance (spot re-lamping and adjusting door closers) is minimized to the unavoidable or economical. Emergencies (storms or power outages) are very infrequent and handled efficiently.	A well-developed PM program: most required PMs are done at a frequency slightly less than per defined schedule. Appreciable reactive maintenance required due to systems wearing out prematurely and high number of lamps burning out. Occasional emergencies caused by pump failures, cooling system failures, etc.	Reactive maintenance predominates due to systems failing to perform, especially during harsh seasonal peaks. An effort still made at PM: priority to schedule as time and manpower permit. The high number of emergencies (pump failures, heating and cooling system failures) causes reports to upper administration	Worn-out systems require manpower to be scheduled to react to systems that are performing poorly or not at all. Significant time spent procuring parts and services due to the high number of emergencies with weekly reporting. PM work possible consists of simple tasks and is done inconsistently (filter changing, greasing and fan belt replacement, etc.)	No PM performed due to more pressing problems. Reactive maintenance is a necessity due to worn-out systems (doors won't lock, fans lock up, HVAC systems fail). Good emergency response because of skills gained in reacting to frequent system failures (no status reporting, upper administration is tired of reading the reports).
Interior	Like-new finishes.	Clean/crisp finishes.	Average finishes.	Dingy finishes.	Neglected finishes.
Lighting	Bright and clean, attractive lighting.	Bright and clean, attractive lighting.	Small percentage of lights out, generally well lit and clean.	Numerous lights out, some missing diffusers, secondary areas dark.	Dark, lots of shadows, bulbs and diffusers missing, cave-like, damaged, hardware is missing.

Score → Description ↓	1 Superior	2 Adequate	3 Fair	4 Limited	5 Emergent Services Only
Service Efficiency	Maintenance activities appear highly organized and focused. Typically, equipment and building components are fully functional and in excellent operating condition. Service and maintenance calls are responded to immediately. Buildings and equipment are routinely and regularly upgraded, keeping them current with modern standards and usage.	Maintenance activities appear organized with direction. Equipment and building components are usually functional and in operating condition. Service and maintenance calls are responded to in a timely manner. Buildings and equipment are regularly upgraded, keeping them current with modern standards and usage.	Maintenance activities appear to be somewhat organized, but remain people dependent. Equipment and building components are mostly functional, but suffer occasional breakdowns. Service and maintenance call response times are variable and sporadic, without apparent cause. Buildings and equipment are periodically upgraded to current standards and use, but not enough to control the effects of normal usage and deterioration.	Maintenance activities appear somewhat chaotic and are people dependent. Equipment and building components are frequently broken and inoperative. Service and maintenance calls are typically not responded to in a timely manner. Normal usage and deterioration continues unabated, making buildings and equipment inadequate to meet present use needs.	Maintenance activities appear chaotic and without direction. Equipment and building components are routinely broken and inoperative. Service and maintenance calls are never responded to in a timely manner. Normal usage and deterioration continues unabated, making buildings and equipment inadequate to meet present use needs.
Building Systems Reliability	Breakdown maintenance is rare and limited to vandalism and abuse repairs.	Building components occasionally breakdown.	Building and systems components periodically or often fail.	Many systems unreliable. Constant need for repair. Backlog of repair needs exceeds resources.	Many systems unreliable. Constant need for repair. Backlog of repair needs exceeds resources.